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ABSTRACT

This self-evaluation form or checklist is designed to assist librarians who work with active non-book collections of films, filmstrips, filmloops, transparencies, and slides in evaluating the quality of their storage and care practices. A rationale for having a storage and care program, and recommendations for storing and taking care of non-book material in an active collection are given. A bibliography on the care and storage of non-book materials is included, as well as miscellaneous, more general sources. (CMV)

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Films, Filmstrips, Filmloops, Transparencies and Slides: Storage and Care Self-Evaluation Form

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> Libraries struggle to obtain funds for the acquisition of materials. Large investments are made in cataloging...to make them usable. But it is too often the case that these same materials are put on shelves in buildings without environmental control where they are subjected to extremes of heat and humidity and suffer abrasion from dust and particulate matter.
>
> James W. Henderson, Foreword to Library Conservation: Preservation in Perspective, ed. John P. Baker and Marguerite C. Soroka (Stroudsburg, Pa.: Dowden, Hutchinson & Ross, 1978), p. v.

This self-evaluation form was designed to assist busy librarians who work with active non-book collections in evaluating the quality of their storage and care practices. It was initially developed from information gathered in an extensive literature search on the subject of storage and care of non-book materials. An effort was made to concentrate on the literature that discussed active collections rather than preservation, restoration or long-term archival storage. Once the literature search was brought to a near end, a storage and care self-evaluation form for each of seven general formats was designed (Film, Tape, Maps, Microforms, Original Art, Phonorecords and Photographs). Each form was then field-tested for its value and usability in twenty specifically selected participating institutions representing nearly every type of library situation. In addition, twenty-eight non-book authorities were sent copies of the self-evaluation form and asked to make recommendations. Several authorities suggested ideas which made the form more valuable and

useful. The form was then revised on the basis of all reasonable suggestions made by colleagues cooperating with the project, and copies were again mailed to the twenty institutions cooperating in the field-testing. All institutions were again encouraged to make suggestions which would improve the form. As a last measure, the Project Advisory Committee was given copies of the seven self-evaluation forms for review and final recommendations.

Copies of all the storage and care of non-book materials self-evaluation forms are available from the ERIC Document Reproduction Service, P.O. Box 190, Arlington, Virginia 22210. Check Resources in Education for ED number and price:

Films, Filmstrips, Filmloops, Transparencies and Slides: Storage and Care Self-Evaluation Form

Magnetic Tape (Audio, Video or Computer): Storage and Care Self-Evaluation Form

Maps: Storage and Care Self-Evaluation Form

Microforms: Storage and Care Self-Evaluation Form

Original Paintings/Prints and Non-Original Prints: Storage and Care Self-Evaluation Form

Phonorecords: Storage and Care Self-Evaluation Form

Photographs and Negatives: Storage and Care Self-Evaluation Form

Additional Materials

A bibliography entitled, Storage and Care of Non-Book Materials in Libraries: An Annotated Bibliography, compiled as part of the literature search for the self-evaluation form is also available from ERIC. Citations found in the literature search

but not physically examined by the project team are also included in this bibliography.

Six articles based on the non-book slide/tape programs and self-evaluation forms have been written by the project team and will be made available by January 1980. Each article provides more detailed information than the slide/tape programs or self-evaluation forms and the article format is more conducive to study.

Detailed information on the proper storage and care of non-book materials presented in this self-evaluation form is available in a series of six slide/tape programs.

Titles

Storage and Care of Films, Filmstrips, Filmloops, Transparencies and Slides

Storage and Care of Magnetic Tape (Audio, Video and Computer)

Storage and Care of Maps

Storage and Care of Microforms (Film, Fiche and Ultrafiche)

Storage and Care of Phonorecords

Storage and Care of Photographs and Negatives

Sources

The following sources will rent each slide/tape program for the cost of handling and postage:

Krasker Memorial Film Library
Boston University
765 Commonwealth Avenue
Boston, Massachusetts 02215
(617) 353-5272

Regional Film Library
Instructional Support Center
The Florida State University
Tallahassee, Florida 32306
(904)644-2820

Audio Visual Center
University of Iowa
C-215 East Hall
Iowa City, Iowa 52242
(319)353-3724

Audio Visual Services
Merrill Library and Learning Resources Program
Utah State University
Logan, Utah 84322
(801)752-4100 ext. 7954

Film Library
The General Libraries
The University of Texas at Austin
Drawer W, University Station
Austin, Texas 78712
(512)471-3573

Continuing Library Education Network and Exchange(CLENE)
620 Madison Avenue, N.E.
Washington, D.C. 20064
(202)635-5825

Rationale

The rationale for a storage and care program is: 1) TO REALIZE THE FULL POTENTIAL UTILIZATION A FORMAT HAS PRIOR TO UNNECESSARY DAMAGE OR DETERIORATION, 2) TO MINIMIZE THE STORAGE AND CARE EXPENSE INVOLVED, 3) TO PROVIDE THE MAXIMUM CARE AND SERVICE FOR THE MINIMUM AMOUNT OF TIME AND STAFF AVAILABLE, 4) TO MINIMIZE ANY LOSS OF INFORMATION, 5) TO IMPROVE CONDITIONS IN FUTURE CONSTURCTION OR REMODELING, 6) TO MORE ACCURATELY REPORT CONDITIONS, AND FINALLY, 7) TO INCREASE USE OF THE COLLECTION. Within the environment, finances and personnel available, a maximum effort can be made to

properly store and care for all materials.

No attempt has been made to include the proper care or use of equipment which may destroy non-book materials. Information on archival or long-term, inactive storage is also not included. Persons responsible for these collections will find this information helpful, but should examine the literature thoroughly for specific recommendations for archival or long-term storage and care procedures.

Recommendations

In the process of developing this self-evaluation form, numerous opportunities occured to make general recommendations based on the literature and field-testing regarding information, attitudes and practices related to storage and care of non-book material in active collections. Based on our limited observations during this project, we conclude: 1) Little research has been done on the subject of storage and care of non-book material in active collections. 2) Many "authorities" make recommendations based on extensive experience, but with little or no scientific study to support their observations. 3) Studies on almost every aspect of non-book storage and care need to be undertaken immediately. 4) Based on the literature and personal observations, little accountability of those responsible for non-book collections was noted. This is particularly shocking when money, staff or additional time may not be required to prevent significant amounts of destruction and deterioration of material. 5) Finally, a comprehensive

national study should be undertaken immediately to determine the quality of non-book collection care, knowledge of staff responsible for non-book collections, preparation of personnel entering the profession who will manage non-book collections and the general awareness for the need of quality collection care by leaders in the profession.

How to Use This Form

The purpose of this self-evaluation form is to call attention to potential non-book storage and care problems in active collections. An indication of significant variations from the information provided should warn users that additional study and possible alteration of conditions may be needed. The user may choose to check: 1) the practices their library is now undertaking, 2) the practices they were not aware of (and would like more information), 3) the practices they are not doing, or 4) use the form to create an individualized priority list. In no situation should this form be considered the final authority on the storage and care of non-book material. It has attempted to be current and complete, but unique situations warrant individual consideration. Only after collection of data and careful study and observation should decisions be made by knowledgable authorities regarding non-book collection storage and care.

FILMS, FILMSTRIPS, FILMLOOPS, TRANSPARENCIES AND SLIDES

Temperature and Relative Humidity:

_____ Recorded temperature

_____ Recorded relative humidity

_____ Temperature and relative humidity gauges are available

The National Bureau of Standards recommends 70°F with relative humidity between 25%-40%; 40°F is ideal for color films. Kodak recommends below 75°F for black and white films at 15%-50% relative humidity and below 70°F at 40%-50% for color film. Temperature and relative humidity should be constant within the specified range.

When several formats of non-book materials are intershelved or stored in the same room, the temperature should be 69°F ± 1°F with a relative humidity of 40% ± 10%.

CHECK THE FOLLOWING ITEMS PRACTICED:

Containers:

___ Protective circulation containers are used.

___ Containers are wiped free of dust.

___ The insides of containers are treated for mildew and fungus growth.

___ Mildew and fungus preventives are applied in the containers so that they do not touch the film.

___ Films with magnetic sound tracks are stored in plastic, acid-free cardboard or non-ferrous metal containers, (Ellsworth, p. 21).

___ Filmstrips are stored in plastic containers.

___ Slide storage containers provide the circulation of air.

Shelving:

___ Motion picture films are stored vertically for short term storage.

___ Film racks with individual supports are used.

___ Motion picture films are stored at least six inches from the floor.

___ Baked enamel, steel cases are used for slide storage in uncontrolled humidity and temperature conditions.

Care (Motion Picture Films):

___ Motion picture films are inspected and cleaned after each use.

___ Motion picture films are cleaned once a year with antistatic, moisturizing, lubricating and preservation chemicals.

___ Cement splices are used.

___ Measures are taken to prevent the twisting of the film.

___ Motion picture films are lifted by the lower flange or hub.

___ A five ft. leader is at the head and tail.

___ A 1/2" is allowed from the outside layer of a 16mm film to the edge of the reel. (Ellsworth, p. 12).

___ To prevent shipping damage, motion picture films are tightly wound and the end secured with a special pressure-sensitive tape.

___ If in cold storage, film is allowed to warm up before using.

___ A 1/4" is allowed from the outside layer of an 8mm film to the edge of the reel.

___ Cinching of filmstrips and films should be avoided.

Care (Slides):

___ A dry, soft brush should be used for dusting filmstrips and slides, (Pacey, p. 280).

___ Blowing or breathing on a slide to remove dust should be avoided, (Pacey, p. 283).

___ Silica gel may be used to treat moisture-impaired slides, (Time/Life, p. 110).

___ Slides are not projected for more than 30 seconds, (Pacey, p. 282).

Care (General):

___ There is an established care and maintenance program.

___ Users are briefed on proper care.

___ Smoking, drinking and eating is prohibited where materials are handled and stored.

___ Smoke and heat detectors operate around the clock.

___ Lintless gloves are used when handling film.

Measures are taken to protect film formats from:

___ Acidic cardboard containers

___ Hydrogen sulfide

___ Sulfur dioxide

___ Ammonia

___ Illuminating gas

___ Motor exhaust

___ Solvent vapors

___ Mothballs

___ Turpentine

___ Mercury

___ Solvents and Cleaners

___ Insecticides

___ Rubber Bands containing sulfur

___ Paper clips

Heat and Light:

___ Air conditioning with a filtration system is used constantly.

___ Storage areas should be on intermediate floors of buildings in order to protect the collection from high humidity or temperature, (Manilla, "Film...", p. 58).

___ The temperature and relative humidity is recorded periodically.

___ Storage cases are away from heat sources to avoid extremes in temperature and relative humidity.

FILMS, FILMSTRIPS, FILMLOOPS, TRANSPARENCIES AND SLIDES

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